

Stenographer cum Personal Assistant

Background and General Description:

The Government of India has launched The National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural BPL households into self- managed, federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

Further to these objectives, the Government of Maharashtra has constituted the Maharashtra State Rural Livelihoods Mission, registered under the Societies Act 1860. A State Mission Management Unit has been constituted as a dedicated support structure to deliver the mission in the State. The MSRLM aims to build a team of high quality professionals for providing technical assistance to the districts in various thematic areas such as human resource management, rural livelihoods, social inclusion, environment management, financial inclusion etc.

Persons recruited and performing successfully could expect to be associated with the mission on a long term basis. For administrative policy reasons, the contract of this position will be for 11 months and renewed further based on performance and requirement.

Posting:

The posting will be at State Mission Management Unit (SMMU) level – Belapur, Navi Mumbai.

Reporting:

The person recruited will be functionally reporting to the COO/CEO of MSRLM or any other delegated authority.

Duties and Responsibilities:

Following are the indicative duties and responsibilities of Stenographer cum Personal Assistant

The Stenographer cum Personal Assistant who knows what it takes to support the CEO – able to anticipate what is required to get the job done successfully.

- Act as the first contact person for the CEO, manage his/her dairy and electronic correspondence, prepare relevant correspondence or respond on his/her behalf if required, keep track of deadlines/actions needed;
- Manage CEO's meetings and travel schedule, collect documents for these meetings and process his/her expense claims;
- Assist the CEO in managing/preparing senior staff meeting agenda, documentation and minutes, following-up on decisions and acting as the contact point for arrangements (State meetings, District meetings, Block meetings);
- Assist the CEO in the preparation of letters, briefing notes, presentations, reports and proposals;
- Develop and maintain a documentation and filing system for COO's correspondence, decisions and follow up.
- Manage the time writing reports of the CEO.
- Conduct in-depth research on companies, sectors, news, and reports for the CEO.
- Liaison between CEO, their direct repartees and department heads.
- Open, review, route and disseminate interoffice and external mail, distribute correspondence and other material to department staff.
- Carry out any reasonable duties which are consistent with the post and the aims and objectives of the position

Minimum Qualification and Experience

- Graduate in any discipline from a recognized university/Institute with minimum 3 years of total experience any Government Office/Institution/Company. Experience of the Executive /Personal Assistant to CEO would be preferable
- Typing Speed of at least 40 WPM in English and 30 WPM in Marathi certificate course completed.
- Shorthand speed of 100 WPM in English & Marathi certificate course completed.

- Completed MS CIT or equivalent course completed.
- Knowledge of Marathi language is compulsory.

Desired Domain Knowledge and Experience

- Above average analytical skills - compile data, including Financials, and provide reports and statistics on various finance projects. Job requires a keen eye for detail.
- Above average PC skills to include Microsoft Word, Outlook, Excel, and PowerPoint. MS. Calendar or Google Calendar is a plus.
- Writing business letters in English and in Marathi.
- Ticketing and Itinerary Management
- Experience in making presentations using MS Office Tools
- Meeting records management, task management and follow up skills
- Proactive and service-oriented, but easy going personality

Desired Competency and Attributes

- Work under pressure: Ability to work under pressure based on the CEOs work routine
 - Confidentiality: Ability to keep secrecy about confidential correspondence
 - Prioritization: Disseminate the work and decide the priorities
- Commitment: Work on the

Age limit:

Age of candidate should not more than 38 Years as on 1st May 2017.

Monthly CTC : Rs 25,000/-

How to apply:

Interested candidates can send their online application on www.jobs.msrlm.org or www.umed.in **Last date of application submission is 4th June 2017.**

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